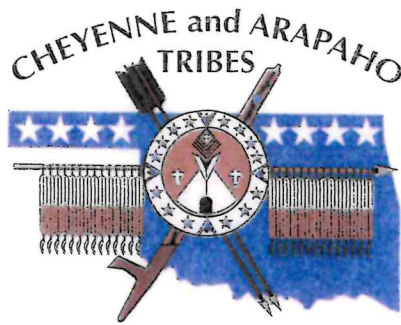


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: COMMUNICATIONS/SPECIAL PROJECTS OFFICER

PROGRAM: Tribal Transportation Program (Admin)

DEPARTMENT: Transportation

EMPLOYMENT STATUS: Full-Time/Permanent, Exempt

LOCATION: CADOT Concho Transit Facility, Concho, OK

ISSUE DATE: April 25, 2022

CLOSING DATE:

Until Filled

DUTIES & RESPONSIBILITIES: The Communications/Special Projects Officer (C/SPO) shall fall under the direct supervision of the Executive Director and shall be primarily responsible for informing the public of all Transportation Department activities and/or events to ensure the highest potential number of clients are notified and to further ensure public involvement in transportation activities. The C/SPO shall be responsible for collaborating with all Transportation programs and services to develop a calendar of various transportation-related events, provide notices of all transportation services available to Tribal members through the creation of brochures, fliers, campaign messages, and advertisement of events through various public notices, including but not limited to local newspapers, bulletin boards, social media outlets, and the Tribes' website, CATV and/or radio broadcasts to satisfy applicable public participation requirements and further communicate transportation grants, goals and/or objectives. The C/SPO shall be responsible for event planning duties and shall be required to secure sites for various events/activities assigned in advance, secure vendors for food and beverages if applicable, ensure other programs are invited and included where applicable, securement and/or arrangement of workers/volunteers to assist, as well as be responsible for clean-up of sites upon completion of events/activities assigned. The C/SPO shall be tasked with developing checklist for each activity, as well as an event budget, well in advance to manage activities in a timely and organized manner that is consistent with the department's goals and objectives. The C/SPO shall be relied to promote and market transportation activities/events to remain within budget, manage expenses, maintain cuff accounting and inventory records, and completion of monthly progress reports.

The C/SPO will be required to ensure applicable daily, weekly, bi-weekly, and/or monthly update of public announcements and/or postings accordingly to ensure information is current, accurate and relevant. The C/SPO shall work cooperatively with various Tribal programs and local agencies to ensure thorough delivery and announcement of services to ensure the highest potential number of clients are notified/informed. The C/SPO must communicate and collaborate public

announcement activities to ensure effective management of transportation goals, delivery of program services, and complete activities in a manner that is consistent with the Tribes' protocol related to the Coronavirus.

The C/SPO must assist in the securement of data specific to transportation activities, assist to identify means for collecting data, and assist to develop reports to accurately identify goals accomplished and individual's served. The C/SPO will be relied on to assist in developing annual goals that incorporate program specific objective or intentions, identifies transportation campaign activities/events, and identifies target audience for each event. The C/SPO will also be relied on to assist in the assessment of transportation needs and provide target specific analysis for inclusion to all transportation plans and/or develop transportation projects where applicable.

The Communications/Special Projects Officer:

- Must become familiar with transportation department goals and objectives, various program services, and/or issues to analyze, develop and deliver activities, goals, messages, and objectives of transportation priorities to the public;
- Shall organize and lead transportation activities such as seat belt safety, distracted driving, impaired driving, defensive driving, and child safety seat campaigns, victims impact panels, safe drivers program initiatives, vehicle inspections, promote driveway assistance, pre-bid and pre-construction meetings, ribbon cutting and ground breaking events for projects, public meetings for planning activities, and occupational safety awareness campaigns;
- Must develop presentations to promote awareness and be able to provide clear and concise explanation of information to audience in public settings;
- Must develop presentations to ensure applicability and age appropriate materials to Tribal members to increase awareness and improve communication of transportation activities/events;
- Must be able to communicate clearly and effectively to other professions and the general public and required to speak in public forums to express transportation goals and objectives in a polite, diplomatic, and professional manner and ensure satisfactory customer service;
- Must be able to maintain an adequate record-keeping system and develop a database to ensure thorough data collection, retention, and reporting of data pertinent to transportation and further safeguard and protect documents to ensure confidentiality;
- Must possess the ability to communicate effectively to other Tribal programs to secure involvement and support as a coordinated effort in educating Tribal members of transportation aspects;
- Must collaborate with professions in the transportation industry, including engineers, BIA officials, as well as other Tribal delegates, law enforcement agencies, safety organizations, and elected officials, to further promote transportation initiatives;
- Must adhere to the Tribes' Property and Supply Policies to manage any and all Tribal property assigned in the performance of duties (i.e. vehicle usage logs, maintenance logs, and incident reports, etc.) and will be responsible for the safeguard of Tribal property to further ensure the integrity of all Tribal assets;

- Must establish and maintain internal expense accounts (i.e. wage tracking templates, expense spreadsheets, etc.) and/or applicable expense reports for all activities administered and/or managed as per program policies to ensure accountability and reporting.
- Must be willing to work beyond normal hours to provide transportation information and conduct transportation activities through community meetings and other events;
- Must be willing to work in the elements of nature (i.e. rain, cold, heat, snow, or other weather conditions) and subjected to various working conditions including the loading and unloading of equipment, tools, signs, and other materials, able to haul truck with trailer, and able to lift minimum loads of fifty (50) pounds to perform job duties and responsibilities;
- Must be willing to perform light maintenance duties, such as vacuuming, sweeping, mopping, dusting, and removal of trash to designated dumpster, to ensure clean and professional appearance of immediate workspace, use of facilities for events, and further ensure the integrity of designated office space and/or space used for transportation events;
- Must be able to analyze relative data and other information to assist in the development of transportation needs, goals, projects, and activities to improve delivery of services to Tribal members;
- Shall be required to research and determine applicable virtual means (i.e. through on-line courses, jotforms, Tribal webpage use, social media sites, etc.) to deploy any and all transportation activities/events. (Due to COVID-19, deployment of services will be geared to focus on providing services by virtual means to decrease contact with clients but still enable Tribal members receive direct services. This is subject to change and based on Tribe's current guidelines with regard to the Coronavirus)
- Must be willing to adhere to the Tribes' protocols and guidelines regarding the Coronavirus in the workplace;
- Shall be assigned special projects relevant to the Transportation Department and must be able to perform additional duties as assigned by the Executive Director of Department of Transportation.

QUALIFICATIONS: The Communications/Special Projects Officer position requires an individual able to demonstrate initiative in assuming responsibilities and work independently without constant supervision. The C/SPO must be able to also work cooperatively with professionals as well as non-professionals. The C/SPO should be familiar with various transportation aspects, have some general knowledge of policy development as related to transportation goals and objectives, and compliance with federal regulations. The Communications/Special Projects Officer shall also be responsible for updating transportation department information on the Tribes' website and other social media outlets specifically set up for the transportation department therefore the incumbent must adhere to the Tribes' policy regarding social media.

Applicant should be able to demonstrate knowledge and understanding in transportation planning and safety, roads construction and maintenance, transit services and general knowledge

of program requirements, willing to speak in public settings in a professional manner, website design experience, and event planning experience. Experience in project planning, policy development, and/or grant management is helpful and familiarity with layouts as related to project design plans is beneficial but not required. Associate's Degree in Web Design, Communications, Information Technology, Digital Media, and/or General Studies and at least two (2) years' experience in administration, management, and/or website design is required. Experience may be acceptable to be equivalent to the degree requirement. Training in website design preferred but not required. Should incumbent not possess specific skills to web design, the incumbent should be willing to attend training in Web Design and able to secure a similar certification within six (6) months of employment.

Must demonstrate knowledge and understanding in event planning and management, be self-motivated, be reliable and punctual, possess some knowledge and understanding of contract and/or grant administration and compliance, and have strong computer skills and/or knowledge, specifically Microsoft Word and Excel. Must be willing and able to attend various training programs to ensure productiveness in duties and responsibilities assigned and/or to remain technically advanced, and able to communicate orally and in written form. Incumbent must possess current Oklahoma State Driver's License and have reliable transportation and willing to provide a Motor Vehicle Report for insurance purposes. Incumbent will be subjected to pre-hire drug and alcohol screen/test, COVID-19 tests, and a background check.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov